

## PLANNING & DEVELOPMENT DEPARTMENT

### BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The signature on this application can be either the property owner, applicant or representative and does not require notarization.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deeds and related legal descriptions for the subject properties, including exhibits and attachments, are required. Deeds and all attachments must be legible.

**REVISED LEGAL DESCRIPTION:** Revised legal descriptions (proposed) of the properties affected by the boundary line adjustment are required.

**JUSTIFICATION LETTER:** A detailed letter that explains the purpose of the request, the intended use of the property, and any pertinent facts or circumstances of the request is required.

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**SITE PLAN:** (2 Folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, setbacks to existing and proposed property lines, utility/maintenance easements and locations, and adjacent streets.

**RECORD OF SURVEY MAP:** (2 folded copies) The Record of Survey Map must be stamped and signed by the surveyor.

**FEES:** \$200

**ASSESSOR'S PARCEL MAP:** A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at ([www.co.clark.nv.us](http://www.co.clark.nv.us)).

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.